

# City of Newport Job Posting

## Building Inspector Position

This is a full time position with a starting salary of \$42,500 plus full benefits. Qualified and interested parties should complete the job application available on the city website. <http://newportky.gov/City-Government/Human-Resources.aspx> Those with questions should contact Ms. Terry Fornash, Human Resource Coordinator 859-655-6349. Deadline is Friday, October 9, 2015.

### Development Services Department Code Enforcement Building Inspector

**CHARACTERISTICS OF THE JOB:** This position is responsible for the basic planning and organization of the permitting and inspection program. Works closely with the Housing and Fire Inspectors. Reports directly to the Code Enforcement Division Manager.

#### **ESSENTIAL FUNCTIONS:**

- Reviews all building permit applications and plans to assure that they are in compliance with city codes and ordinances;
- Inspects buildings, premises and land uses for conformance with zoning regulations, and for maintaining standards of construction to assure all proper zoning and codes are followed;
- Coordinates with Housing Inspectors the activities and follow up inspections and code violations;
- Prepares court cases and provides in - court testimony, orders and attends mediation meetings;
- Performs certification of occupancy inspections for business license;
- Records all data on new sewer taps, issues street cut bonds;
- Attends various zoning and inspection meetings;
- Responsible for daily, weekly and monthly reports;
- Responsible for coordinating and maintaining all required certification;
- Performs and monitors inspections on buildings;
- Reviews and authorizes all plans, building permits, certificates of occupancy and demolition permits;
- Reviews and issues all stop work orders and prepares assigned reports;

- Inspects buildings, streets, storm drainage systems and other installations during construction;
- Acts as the Flood Plan Coordinator for the city;
- Reports to the Code Enforcement Division Manager continuous complaints and code enforcement violations;

#### **ADDITIONAL JOB DUTIES:**

- Completes all proper departmental documentation;
- Acts as an backup on answering telephone for secretary;
- Performs other duties as required.

#### **DESIRABLE TRAINING AND EXPERIENCE:**

- Graduate from a standard high school, or the equivalency, supplemented by experience in the housing field;
- Must be a Certified Level I Building Inspector by the State of Kentucky with the ability to obtain Level II within six (6) months;
- Ability to operate a computer.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state and local laws and ordinances;
- Knowledge of basic modern construction techniques, principles and methods; A working knowledge of all applicable codes, to include an understanding of the proper methods for enforcement and inspection;
- Ability to understand, and interpret blueprints and other instructions related to the construction and modification of a building or residence;
- Communicate accurately with other officers, government agencies, and the general public regarding zoning and construction matters;
- Ability to work outside among different levels of an uncompleted structure, in order to inspect for compliance with building codes, zoning and other ordinances;
- Ability to establish and maintain effective working relationships with contractors and the general public.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or the ability to obtain, a valid operators license;
- Must possess certification as a Kentucky Certified Building Inspector;
- Technical training in construction, materials, engineering and drafting;
- Must have ability to read blue prints;
- Must be bondable.

**LEGAL REQUIREMENTS:**

- An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

**ESSENTIAL PHYSICAL AND ENVIRONMENT DEMANDS:**

- Ability to communicate effectively and prepare reports requiring mental reasoning and interpretation, writing, reading and thinking;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping;
- Ability to lift 25-50 pounds as required;
- Ability to safely operate large and small power tools;
- Ability to use hand tools;
- Work that is performed out of doors including periods of inclement weather with exposure to varying noise levels, fumes, dust and odors